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MILITARY AIRLIFT—AMC AERIAL PORT MOBILITY UNITS AND AERIAL DELIVERY FLIGHTS

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This volume of AMCI 24-101 implements AMCPD 24-1, *Military Airlift Policy for Aerial Port Operations*. This volume outlines responsibilities and provides guidance for the operation of AMC Aerial Port Mobility Forces and Aerial Delivery. It applies to Air National Guard (ANG) and US Air Force Reserve (USAFR). Selected paragraphs of this chapter do not apply to ANG and USAFR units and are so identified. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, volume 8, *The Air Force Publications and Forms Management—Developing and Processing Forms*, affects this publication.

SUMMARY OF REVISIONS

This document has been substantially revised. It redefines the TDY tasking methodology (paragraph **3.3.-3.3.1.6.**); redefines deployed survivability requirements for mobile units (paragraph **8.**); adds physical fitness program requirements (paragraph **9.**); adds guidance concerning compensatory time off for extended deployments (paragraph **22.**). The bar (|) in the left margin indicates a major change from the previous edition.

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Section A—General

1. Reproduction Statement . Volumes of AMCI 24-101 may be reproduced in part by units which have a specific need for applicable portions in accordance with AFI 37-162/AMC1, *Managing and Processing of Printing, Duplicating and Copying*.

2. Safety . Throughout this chapter, references are made to established safety practices. All safety procedures must be followed.

Section B—Aerial Port Squadrons/Mobility Forces

3. Responsibilities . This section outlines responsibilities and provides guidance for AMC aerial port squadrons (APS) and aerial port mobility forces (APMF). The APS/APMF commander will be a fully qualified transportation officer who plans and directs all activities associated with mobility operations. The commander will monitor personnel availability, PERSTEMPO, equipment status, daily projected workload, and worldwide mobility status and ensure the training is accomplished and updated as required.

3.1. AMC aerial port mobility units are organized as highly mobile and flexible units capable of rapid deployment by air or surface to augment AMC theater airlift forces and/or to support operations or contingencies.

3.2. Aerial port mobility units may be tasked to support any type of airlift mission during war and operations other than war, and must be able to transition seamlessly as requirements change. The mission of aerial port mobility forces is to provide cargo and passenger handling services at all levels to meet operational requirements. These services may include, but are not limited to, fleet service, cargo/passenger processing, intransit visibility (ITV), and automated record keeping.

3.2.1. One of the primary functions of these mobile units is to establish and operate non-fixed air terminals at employment sites where no permanent air terminal organization exists. Deployment operations may vary from as little as one individual with no equipment to one or more fully deployed units with a variety of equipment.

3.2.2. When deployed, these units will operate under the provisions of this volume until such time as the appropriate command agency designates the mobile unit as a permanent detachment or operating location of the aerial port squadron. In the past, aerial port mobility forces were led to believe that their purpose was to support unit deployment and reception, then be relieved by other aerial port personnel operating a sustainment operation. In fact, sustainment could begin or continue simultaneously with unit deployment or reception, and must be planned to begin immediately upon arrival at the deployment location. Deployed aerial port personnel will plan to implement sustainment operations upon arrival at their deployment site. Units must be trained to perform all aspects of a sustained operation. Additional guidance can be found in the DoD 4500.9-R, *Defense Transportation Regulations (DTR)*, Parts I, II, and III.

3.2.2.1. The establishment of a controlled cargo processing acceptance and termination capability is essential to sustainment operations. Unless cargo is unit move related, it will be broken down and terminated or accepted for retrograde shipment and processed IAW appropriate provisions of DoD 4500.32R, MILSTAMP, and other applicable transportation regulations. Handle all cargo moving on channel missions and all pallets with multiple service consignees as non-unit move. Originating cargo and passengers must have complete fiscal data. Terminating cargo will be tendered to the designated service representatives only.

3.2.2.2. Passenger movement on AMC missions must receive the same documentation consideration as cargo. Travel authorizations and service funding data is not required on unit moves, special assignment airlift missions (SAAM), or non-AMC aircraft not operating on a transportation working capital fund (TWCF) mission.

3.2.2.3. (Does not apply to ANG/USAFR) ITV is an integral part of aerial port operations. Unit type codes (UTC) have been created to ensure ITV capability for deployed aerial port forces is available to fully support theater CINCs. This capability will document all cargo and passengers moving in the airlift system to include unit deployment, reception, and sustainment. Establish ITV capability immediately upon arrival as part of the air terminal operation center (ATOC). Transmission of ITV data should be completed as soon as possible but no later than 30 minutes after mission departure. The TALCE commander and communications personnel must ensure ITV connectivity is available to support system requirements.

3.2.3. When a site is designated as a fixed operation, it will operate in accordance with DoD 4500.32R, and other applicable chapters of this instruction. The functions of deployed mobility units and other sections of the aerial port squadrons have a number of similarities; both receive, process, and onload/offload cargo and passengers using the current manifesting system (e.g. RCAPS). The objective for aerial port management is to provide the same level of customer service in either environment. Therefore, when not deployed, mobility personnel will be trained in other aerial port work centers to ensure deployed personnel have the ability to provide the required level of service. Also, while in a nondeployed status, mobility units will train for mission defense in accordance with AFI 31-207, *Arming and Use of Force by Air Force Personnel*.

3.2.4. Commanders should allow personnel from other port functional areas to fill off-station taskings. This will ensure a well-rounded member and provide the same quality of operation from CONUS port to austere terminals.

3.2.5. The APS/APMF's ability to deploy and immediately establish efficient and effective aerial port operations in any environment is critical to mission accomplishment. Although they may operate with all-terrain M-series equipment and are trained and ready to defend their location and assets should the need arise, aerial port mobility forces must also be technically proficient to operate all strategic air terminal functions.

3.3. TDY Tasking. Air mobility operations groups (AMOG) and APMFs are sized to deploy in support of unit move requirements and/or operate air terminals in austere locations. AMOGs provide a cohesive team of command and control, aerial port, and logistics to form the core of a TALCE. AMOG aerial porters' primary purpose is to support the TALCE team concept. They can, however, be used to support other non-TALCE/MST taskings. AMOG personnel can be tasked for non-TALCE/MST requirements in an effort to effectively manage and control APMF OPSTEMPO/ PERSTEMPO and to ensure an even workload distribution across AMC's 2T2XX community. CONUS (excluding AMOG/APMFs) and en route aerial port units are sized for the support of validated peacetime workload, not to include TDY support. Units will be tasked to support deployed operations by the AMC Tanker Airlift Control Center (TACC) using the following guidelines:

3.3.1. Tasking priority (general). Units should be tasked in the following order of priority:

3.3.1.1. APMF and AMOG aerial port personnel and resources. AMOGs primarily for TALCE deployments, APMFs primarily for non-TALCE deployments.

3.3.1.2. ANG/USAFR through the use of military personnel appropriation (MPA) man-days.

3.3.1.3. APSs with APMFs (436, 437, and 62 APS) may be tasked to the degree the squadron's overall mobility capability, to include APMF assigned personnel, equals that of the AMOG's assigned 2T2XX manning. Taskings beyond this point will be closely coordinated with unit commanders in an effort to validate unit commander's requests for backfill augmen-

tation.

3.3.1.4. APSs without APMFs (60, 305,and 3 APS) will be levied taskings in close coordination with unit commanders to validate unit requests for backfill augmentation.

3.3.1.5. Theater combat mobility element (CME). CMEs will only be tasked with the concurrence of the owning MAJCOM.

3.3.1.6. Air mobility support squadron (AMSS). AMSSs will only be tasked with the close coordination of unit commander to validate unit requirements for backfill augmentation.

3.3.2. Tasking priority (extended TDYs of 60 days or more):

3.3.2.1. Request ANG/USAFR support through HQ AMC/DOZ.

3.3.2.2. APMFs.

3.3.2.3. AMOGs.

3.3.2.4. Fixed CONUS ports (be prepared to backfill).

3.3.3. Taskings for support of locations having terminal service contracts.

3.3.3.1. The policy for supporting theater wing mobility exercises, at those locations with contracted terminal services, is as follows:

3.3.3.1.1. Theater is required to provide AMC with 10-days advance notice when they require augmentation in support of local wing exercises/training.

3.3.3.1.2. When operational necessity precludes notification within the prescribed time limit, AMC will still support the exercise/training.

3.3.3.1.2.1. TACC will use the established procedures for tasking augmentation support, i.e. AMOG and APMF forces first, wings next, etc.

3.3.3.1.2.2. Every effort must be made to support theater exercise/training requirements with AMC augmentation.

3.3.4. Taskings requiring field grade officers. These types of taskings are hard to fill as aerial port field grade officers fill key wing (commander/operations officer), NAF, or headquarters positions. The Air Transportation Programs Division (HQ AMC/DOZ) maintains a list of field grade officers. Significant coordination is required to fill the requirements. These requirements should be immediately referred to HQ AMC/DOZ for resolution. HQ AMC/DOZ staff will identify a person (active or ANG/USAFR) to fill the requirement and pass the name to the TACC for formal tasking via the air mobility tasking (AMT) process.

3.3.5. (Does not apply to ANG/USAFR units) Implications of the 120-day TDY policy: The 120-day TDY policy is a management tool. The policy is used to level taskings between and within units. It should not be construed as a point at which requirements are shortfalled.

3.3.6. Skill level/grade requirements. AFMAN 10-401, *Operation Plan and Concept Plan Development*, chapter 4; AFI 10-403, *Air Force Deployment Planning*, chapter 5; and AFI 38-205, *Managing Wartime and Contingency Manpower*.

3.3.7. Shortfalls of taskings. Refer to AFI 10-403, Chapter 3.

3.4. Equipment Tasking:

3.4.1. CONUS fixed aerial port and en route units are authorized only enough material handling equipment (MHE) to handle their peacetime workload. These units should not be tasked to support deployment requirements from peacetime operating stocks (POS) without close coordination with the unit commander to validate backfill augmentation. Equipment to support all taskings will as a general rule, come from either theater/CONUS war reserve materials (WRM) or the AMOGs and APMFs. During exercise planning, every effort should be made to use theater WRM to minimize transportation costs. If theater WRM is not available, equipment requirements will be tasked to the AMOGs and APMFs, or pulled from CONUS WRM locations. HQ AMC/DOZ is available to assist in the coordination of the use of theater stocks if required.

3.4.2. Rotation of equipment. Vehicles and MHE should not remain in a deployed status for more than 6 months, and if in a harsh environment with limited support, rotation at 90 days should be considered. Failure to rotate equipment will degrade the readiness and serviceability of the deployed assets. Visibility over assets is required at all levels and the TACC must ensure a viable rotation program. Electronic, computer, and other unit equipment will be rotated with the assigned unit. Each deploying unit will furnish its own capability unless the original capability was theater furnished. This will ensure the unit redeploying is properly equipped to handle subsequent deployment requirements.

3.4.3. Technical Orders/Spares/Vehicle Mechanics. Technical orders and mission readiness spare parts (MRSP) will remain with the deployed MHE and vehicles. These assets will be returned to the owning unit at the same time the vehicle or equipment is rotated. The unit tasked to deploy equipment will ensure the appropriate MRSP and TOs are deployed with the equipment furnished. TACC Air Transportation Mobility Operations Division (XOGM) and Logistics Operations Center Support (LGRM) will determine the requirement for a special purpose vehicle mechanic based on the duration and nature of the mission and the type of MHE deployed.

3.4.4. Overlap of capability. If possible, the rotating units should overlap to ensure continuity of operations. If it is not feasible to overlap, the team chief or assistant and the individual responsible for ITV will remain for 24-48 hours to ensure continuity. When units rotate out of a location and leave TOs/MRSP and other equipment behind, they should have an AF Form 1297, **Temporary Issue Receipt**, signed by the incoming unit. ***NOTE***: Where ANG/USAFR personnel are deployed, all overlaps must comply with man-day program guidance IAW AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day*.

4. Administration . Performs administrative services concerning publications, forms, administrative communications, documentation, personnel, operational security, and supervision of administrative personnel.

5. Supply Function . Maintains mobile squadron/APMF supplies IAW applicable directives. Acts as liaison with base supply activities and exercises surveillance in the use, care, and safeguarding of property and the immediate return of repairables. Maintains mobile support equipment for short-notice deployment and ensures serviceability of equipment. Coordinates vehicle MRSP requirements with base supply and vehicle maintenance.

6. NATO Standardization Agreements (STANAG) . STANAGs may apply to combined airlift operations. When a STANAG is in force, it supersedes all US directives otherwise in conflict.

7. Vehicle Management . The squadron vehicle control officer/vehicle control NCO (VCO/VCNCO) will manage squadron/APMF assigned vehicles. Due to their unique mobility mission, a close liaison between the wing VCO/VCNCO, squadron VCO/VCNCO, and mobility unit are required to maintain a successful vehicle management program.

7.1. Provide adequate vehicle MRSP for deployment. These kits contain repair components to support the vehicle requirements listed in UTCs in support of the wartime mission. Each MRSP is designed to support 30 days of wartime activity.

7.1.1. Base supply will segment the MRSP by vehicle type to assure maximum flexibility. However, this segmentation must remain constant to preclude loss of property and maintain kit integrity. Each segment may be deployed individually to meet operational requirements.

7.2. Vehicle repairs are accomplished by vehicle maintenance.

8. Deployed Survivability for Mobile Units . (Applicable to selected ANG/USAFR units when OPLAN requires.)

8.1. The ability to deploy aerial port assets, establish airlift support operations, and sustain those operations in any type of environment, whether it be military operations other than war (MOOTW) or war itself, is critically important to the mission of all aerial port units. Training in deployed survivability and force protection are essential to the success of operations in austere or potentially hostile locations where little or no security forces are present.

8.2. Squadron/APMFs will establish an in-house deployed survivability program to be conducted annually for all personnel subject to deployment. Units will include chemical warfare defense training such as mission-oriented protective posture (MOPP) levels and the proper wear of the ground crew ensemble**.** This program can be adjusted as necessary to meet local environmental and equipment availability considerations. Audiovisual products are available to support many combat skills training requirements and can be obtained through AMCPAM 36-4, *Air Base Operability Training*, attachment 2. Air Mobility Squadrons, APMFs, and strategic aerial port personnel filling mobility positions are Group “B” personnel and require annual weapons training as outlined in AFH 31-302, *Air Base Defense Collective Skills*.

8.3. In-house training will be based, in part, on information gained through annual unit attendance at the Air Mobility Warfare Center, 421 Training Squadron, Phoenix Readiness, Fort Dix, New Jersey. In-house training programs will be specifically tailored to the following defensive objectives:

8.3.1. Field Hygiene/Sanitation.

8.3.2. Combat First Aid.

8.3.3. Barriers, Obstacles, and Wire (BOW).

8.3.4. Range Card and Sector Sketch Familiarization.

8.3.5. Defensive Fighting Positions (Layered Defenses, Fields of Fire).

8.3.6. Priorities of Work.

8.3.7. Individual Tactical Movement.

8.3.8. Tactical Vehicle Employment and Convoy Operations.

8.3.9. Tactical Communications.

8.3.10. Force Protection (DoD 2000.12-H).

8.3.11. Camouflage, Cover, and Concealment Techniques (CCD).

8.3.12. Map Reading and Compass Use.

8.3.13. Area of Operation (AO) Security.

8.4. Procedures for attending CSOC training are as follows:

8.4.1. (Does not apply to ANG/USAFR) Each Air Mobility Squadron/APMF is required to send a minimum of 13 personnel yearly to CSOC. These individuals will form the nucleus for the in-house training program.

8.4.2. The Air Mobility Warfare Center/421 Training Squadron will provide the CSOC schedule in November to HQ AMC/DOZX for the following calendar year class dates. HQ AMC/DOZX will contact all active duty mobility units/ANG/USAFR by message NLT 31 November each year. Units will respond with desired class dates NLT 31 December each year. The final aerial port CSOC schedule will be disseminated by message not later than 31 January.

8.4.3. ANG/USAFR units who need to attend CSOC training will be identified by their appropriate headquarters and follow the same procedures as outlined in paragraph **8.4.2.**

8.5. Units must ensure all personnel equipment required for training is issued and deployed to CSOC. See **Attachment 4** for a list of required items.

8.6. All after action reports will be forwarded to HQ AMC/DOZX upon completion of CSOC training.

8.7. Training documentation:

8.7.1. All personnel completing CSOC training will receive a certificate at the end of the 2-week course.

8.7.2. All CSOC training will be treated as formal training and documented on AF Form 1098, **Special Task Certification and Recurring Training**.

8.8. See **Attachment 1** for summary of US Army field manuals recommended to support the implementation of an in-house deployed survivability training program.

9. Physical Fitness Program :

9.1. APMFs will establish in-house physical fitness programs to be conducted at a minimum three times a week for all personnel. Each exercise should begin at the basic level and increase as needed.

9.2. A higher level of physical fitness is essential to sustain airlift support operations in austere locations and keep pace with an increasing OPSTEMPO. Personnel typically are required to work sustained 12-hour shifts while deployed. Personnel must also be capable of sustained ops in chemical warfare equipment and/or body armor.

9.3. Each unit should consult with appropriate base medical staff to assist with developing their program. Physical Fitness assessments may be conducted IAW AFI 40-501, *The Air Force Fitness Program*.

10. Weapons . Taskings will be the determinant as to whether personnel should deploy with weapons. The standard weapon for all aerial port mobility personnel will be the M-16/GAU-5. Officers and senior NCOs will have the option of deploying with either or both the M-16/GAU-5 rifle and the .38/9MM pistol.

11. Tanker/Airlift Control Element (TALCE) Relationship When Deployed . The TALCE is a composite element tailored to provide AMC mission support at austere locations or when command and control, mission reporting, or required support functions are nonexistent.

11.1. A TALCE is composed of a commander, TALCE operations center (TOC), and mission support elements (MSE), as required.

11.1.1. A MSE is an additional element of support such as aerial port, maintenance, logistics, medical, etc.

11.2. A mission support team (MST) is deployed to mobility airfields where a full TALCE is not required. It is normally used for short duration deployments or when there is a MOG of 1-2. A TALCE or MST is used to provide mission support forces on either a planned or no-notice basis.

11.3. When aerial port forces are deployed with a TALCE, they are members of that TALCE. The senior aerial port representative will report to the TALCE commander and is responsible for the management of all aerial port assets/operations.

11.3.1. Supervisory requirements should be coordinated between the TALCE commander and the APS staff prior to deployment.

11.3.2. The TALCE commander ensures the senior aerial port representative is briefed on the latest pertinent data to include operation plan (OPLAN) changes, intelligence information changes, aircraft estimated time of arrival/departure (ETA/ETD), ground time, programmed loads, and all other changes affecting operations.

11.4. Personnel Utilization. Work schedules for TALCE or MST operations are based on individuals working l2-hour shifts. However, adverse climatic conditions may dictate shorter work periods. After completion of a continuous duty period, commanders and supervisors must ensure personnel are provided a rest period of sufficient duration to allow a minimum of 8 hours uninterrupted sleep.

11.5. Personnel may wear authorized/approved uniforms and headgear. Specific items will be as authorized in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, as supplemented and as approved by MAJCOM or the installation commander.

11.6. Quarters. Deployed TALCEs/MSTs will make every effort to use suitable government or contract quarters at the deployed location in accordance with AFI 32-1024, *Standard Facility Requirements*. TALCE commanders/MST chiefs must be available to the command and control agency at all times. For this reason, as a minimum, telephone communications must be available in their assigned quarters. It is the responsibility of the TALCE commander/MST chief to ensure adequate quarters are available for all personnel subject to their command and control.

12. Predeployment Planning . The primary function of an aerial port mobility unit is to deploy to forward operating bases on short notice and immediately begin aerial port operations. To ensure the success of an operation, careful planning is vital. Planning factors that must be considered are:

12.1. Personnel. Manning requirements are generally determined at HQ AMC in accordance with the US Air Force Manpower Force (MANFOR) packaging system. The MANFOR is a close approximation of manning requirements and is primarily based upon the planned number of aircraft, cargo tonnage, and passengers handled. The number of work shifts is also considered in MANFOR. The manpower listings contained in the MANFOR are based upon contingency workload factors. During short periods operation, UTCs may be reduced or modified based upon actual requirements. When manpower requirements have been established, key personnel will be selected, notified, and briefed on the operation.

12.2. (Does not apply to ANG/USAFR) Equipment. Vehicles and MHE will be deployed in sufficient quantities to meet mission requirements as specified in the tasking, the OPLAN/operations order (OPORD) or the Logistics Force (LOGFOR) packaging system. All vehicles and equipment will be deployed with at least one member of the unit. The commander of the aerial port function, and/or the designated representative, possesses the authority to waive this requirement. In addition, any appropriate AMC higher headquarters air transportation mobility function also possesses this waiver authority. This authority will not be delegated outside the air transportation community. If determined the duration of the deployment will require the establishment of a vehicle maintenance function, then vehicle maintenance will be tasked by HQ AMC/LGRM to deploy with the publications, forms, tools, and spare parts necessary to establish this function. This maintenance function will be commensurate with the planned scope of operations.

12.3. General Planning. Using available airfield surveys and other sources of information, key personnel will ensure prior to deployment:

12.3.1. Provisions for air terminal facilities are made at the employment site.

12.3.2. Sufficient manpower, equipment, communications, and supplies are deployed.

12.3.3. Sufficient personnel and equipment are planned to be in place in advance of the time they will be needed.

12.3.4. All applicable NATO STANAGs will be complied with during joint force NATO operations.

13. Unit Moves . The five primary directives guiding unit movements are DoD 4500.9-R, *Defense Transportation Regulation*, Part III, *Mobility* (also defines A/DACG working relations with aerial port mobility personnel); AFJI 24-109, *Air Terminals and Aerial Ports*; AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*; AFI 10-403, *Deployment Planning*; and DoD 4500.32R, *Military Standard Transportation and Movement Procedures (MILSTAMP*). In addition, if the unit move is part of a NATO airlift operation, the planning provisions of NATO STANAGs 3463, 3465, and 3767 apply. As a minimum, unit planning must include:

13.1. Cargo. The user is charged with complying with all requirements of DoD 4500.32R, Appendix G, to support ITV (palletized, loose, vehicular, or rolling stock). The tasked aerial port unit should make contact with the user as soon as possible to begin the coordination process and assist units requiring additional guidance to ensure all pertinent data is captured.

13.2. Weighing and marking cargo. Deploying units will ensure that all cargo is properly marked and weighed IAW DoD 4500.9R, Part III, MILSTD 129, *Marking for Shipment and Storage*, and any other service specific applicable directives.

13.3. Certification of Hazardous Materials. The user will ensure that all hazardous cargo submitted for transportation within the Defense Transportation System (DTS) is properly identified, packaged, marked, and certified IAW AFJMAN 24-204.

13.4. Border Clearance. The user is charged with complying with DoDR 5030.49, *Customs Inspection*; DoD 4500.54-G, *DoD Foreign Clearance Guide*; and AFI 24-40X series for Customs, Immigration, and Agricultural requirements. The unit commander or designated representative (troop commander/cargo courier) is responsible for providing a written certification on the manifest or an inspection certificate. This written certification will document explicitly that cargo, baggage, passengers, and/or troops have been inspected and were found to be free of all prohibited or restricted items in accordance with DoDR 5030.49.

13.5. Joint Inspection. The joint inspection is extremely important to the air deployment process. It is designed as a partnership between the mobility force inspection team and the deploying force. Joint inspection personnel must know and adhere to the procedures in the Defense Transportation Regulation (DTR, Part III). Joint inspectors will ensure only properly prepared and thoroughly inspected cargo is accepted into the DTS.

14. Passenger/Troop Processing for Individual and Unit Moves On DoD Owned or Controlled Military/Commercial Aircraft. This paragraph establishes policies and procedures for passenger/troop processing of personnel from all services. The following guidance includes anti-hijack/air terminal security operations, administrative movement operations, and tactical operations.

14.1. Anti-Hijack/Air Terminal Security Operations. Hijacking is defined by AMCR 55-37, *Air Operations Security*, as the forcible seizure of aircraft and aircrew on the ground or in flight by an individual or individuals with the intention to extort and/or divert the aircraft to other than its normal destination. Commanders will ensure all personnel are aware of the anti-hijacking procedures in DoD, Air Force, and AMC directives. Air terminal security procedures are based on AMCI 24-101, volume 14, *Military Airlift—Passenger Service.* Due to the wide variety of locations and conditions in which aerial port personnel may operate, some of the actual methods and details of terminal security are left to the discretion of the senior aerial port representative. If the operation involves overseas NATO forces and a combined air terminal is established, the provisions of NATO STANAG 3739 will take precedence over US directives. The more important points concerning air terminal security follow:

14.1.1. Certain categories of individuals as listed in AMCI 24-101, volume 14, need not be screened to be in compliance with anti-hijack directives.

14.1.2. Distinguished visitors (DV) are not exempt from anti-hijack inspections. If DVs are passengers on an 89 AW Special Airlift Mission, the 89 AW or the user agency security force is responsible for these inspections. Other DVs will be handled by passenger service representatives.

14.2. Administrative Movement Operations:

14.2.1. Air Force personnel, when not hand carrying weapons and ammunition and involved in Air Force mobility/contingency moves, will be processed and briefed in accordance with AFI 10-403.

14.2.2. Ensure personnel involved in unit moves who are not hand carrying weapons and ammunition comply with the following:

14.2.2.1. The senior movement control officer or the departure airfield control group (DACG) officer obtains a briefing from the Air Force representative on anti-hijacking procedures contained in this chapter and applicable portions of AMCI 24-101, volume 14.

14.2.2.2. Ensure the troop commander conducts an anti-hijack inspection of assigned personnel and certifies on the manifest the inspection was conducted. Individuals refusing to comply with inspection procedures will not be allowed to board DoD-owned or controlled military/ commercial aircraft and will be immediately reported to the Aerial Port Control Center (APCC). If a passenger terminal facility is used, passenger terminal personnel will, upon request of the troop commander, use available anti-hijack equipment to aid in this inspection. The following statements will be entered on the passenger manifest:

For AMC organic or AMC contracted commercial (Category B) missions: "I certify all personnel for whom I am designated troop commander have been briefed on requirements for travel, their authorized weapons are cleared, and any unauthorized hazardous materials have been removed from their checked and/or hand-carried baggage."

For CRAF and foreign-flag aircraft moving under DOT-E 9232 exemption with individual issue hazardous material contained in passenger baggage: "I certify the following hazardous material(s) and quantity(ies) is/are contained in baggage of personnel for whom I am troop commander: Proper shipping name(s) class(es) quantity(ies)."

NOTE:

Include troop commander's name, grade, signature, and date on all statements.

14.2.2.3. When troops are deplaned at en route stations, the troop commander is responsible for both his/her assigned personnel and equipment. If troops are allowed to mingle with personnel who have not yet been inspected, the manifesting agency or troop commander will ensure a reinspection is accomplished prior to reboarding the aircraft. If a passenger facility is used, passenger terminal personnel will, upon request, use available anti-hijack equipment, as applicable, to aid in this inspection. The manifesting agency or troop commander will certify the inspection has been completed by initialing the anti-hijack statement on the station file copy of the through load passenger manifest.

14.2.3. For unit/troop movement of all services on military and contract aircraft whose personnel are not hand carrying weapons and ammunition, but have a requirement for concurrent transport of these items; ensure the individual weapons/ammunition are containerized and stored in the cargo compartment of the aircraft. Ammunition will be packed/certified in accordance with AFJMAN 24-204.

14.2.4. During check-in, individual passengers not traveling under the troop commander concept will be advised of the requirements for an anti-hijack check. They will be advised carrying weapons aboard DoD-owned or controlled aircraft is prohibited unless authorized by regulation. They will also be advised the anti-hijack inspection is to be conducted as a condition of travel. Additionally, these passengers will present their DD Form 2X, **Armed Forces of the United States…Identification Card**, to the passenger service representative. He/she will check the individual's travel orders against the ID card and process the individual in accordance with AMCI 24-101, volume 14.

14.3. Tactical Operations. Units/troops from all services may transport hand-carried weapons and ammunition on DoD and civil contract aircraft when directed by competent authority during combat operations, contingencies, SAAMs, JCS exercises, and Joint Airborne/Air Transportability Training (JA/ATT). Aerial port/TALCE representatives will ensure the manifesting agency or troop commanders are briefed on their responsibility to conduct weapons clearing inspections. When troops are hand carrying weapons on CRAF airframes, the bolts of these weapons will be removed and stored. Ammunition and magazines will not be transported in the weapon. If passenger terminal facilities are used either at originating or en route stations, the responsibility for fulfilling the inspection requirement remains with the manifesting agency or troop commander. To assure the aircraft commander the weapons clearing inspection has been accomplished, the declaration in paragraph **14.2.2.2.** will be placed on the last page of the manifest at originating stations.

14.3.1. Unit/troop tactical movements with hand-carried weapons and ammunition on military aircraft.

14.3.1.1. As directed by the troop commander, ammunition will be secured in each individual's ammunition belt/container.

14.3.1.2. Only on the order of the troop commander, with approval from the aircraft commander, will troops be allowed to insert ammunition in weapons if the tactical situation dictates.

14.3.1.3. When transiting en route military stations and troops are deplaned with weapons, the troop commander will ensure weapons are consolidated and guarded or left onboard the aircraft with guards. When transiting en route commercial stations, weapons will be left onboard the aircraft with guards. The troop commander is responsible for both assigned personnel and equipment. If a passenger terminal facility is used, the troop commander may authorize assigned personnel free access to the terminal complex only after all weapons have been secured either on the aircraft or in a designated holding area. If hand-carried weapons are deplaned with the troops, a weapons clearing inspection will be accomplished prior to reboarding the aircraft. The manifesting agency or troop commander will certify the inspection has been completed by initialing the declaration on the station file copy of the through load passenger manifest.

14.3.1.4. Small arms ammunition may be consolidated and centrally located in the aircraft prior to departure and redistributed upon arrival at the objective area IAW AFJMAN 24-204, chapter 3.

14.3.2. Unit/troop tactical movements with hand-carried weapons on contract aircraft will be IAW the following guidance.

14.3.2.1. The troop commander or manifesting agency will ensure weapons are cleared and bolts to such weapons are removed and placed in individual plastic bags prior to boarding the aircraft. A cleared weapon is defined as not having a live round of ammunition, cartridge, detonator, or powder in the chamber; nor a clip, magazine, or cylinder inserted in such weapon.

14.3.2.2. Ammunition will be stored in the cargo compartment of the aircraft inaccessible to unit personnel.

14.3.2.3. Ammunition will be packed/certified in accordance with AFJMAN 24-204.

14.3.2.4. The requirement to ship Explosive 1.4 ammunition and to hand carry weapons

aboard must be identified by the user when submitting the airlift request. Airlift users will also detail any specific weapons related configuration requirements in the airlift request.

14.3.2.5. At en route stations, paragraph **14.3.1.3.** of this regulation will apply.

14.3.3. Military security forces will be immediately notified regardless of travel status if:

14.3.3.1. A personal search is deemed necessary.

14.3.3.2. Unauthorized weapons are discovered.

14.3.3.3. Other contraband items are discovered or suspected to be in an individual's possession.

14.3.3.4. Improper or suspicious identification is presented by a traveler.

14.3.3.5. Suspicious personnel are discovered in or near the terminal area.

15. Initial Employment Tasks :

15.1. Immediately upon arrival at the employment site, aerial port personnel will begin preparing for operations. The team chief will contact the employment site air operations agency, such as the TALCE or base operations, to confirm the support provided by the host organization. The team chief will also confirm working maximum on ground (MOG), parking plan, and time sensitive nature of missions to be worked (i.e., multiple aircraft airdrop formation, etc.). In some cases, unit move and sustainment operations will be conducted simultaneously. Units will establish plans to support sustainment operations, as required.

15.2. Customer Liaison/A-DACG. As soon as possible after arrival, establish liaison with the customer at the employment site. This coordination is vital in establishing ITV document and data transfer requirements, chalk arrival times, joint inspection sequence and location, clarification of mission planning details, and determination of customer assistance. For operations involving NATO forces, the provisions of NATO STANAGs 3400, 3463, 3465, and 3466 will be applicable.

16. Aerial Port Control Center (APCC) . During a contingency or exercise, AMC may provide an Air Mobility Element (AME) to the theater CINC/Air Force Component Commander (AFCC). The AME described in AMC Mission Directive 710, *Air Mobility Operations Groups and Squadrons*, will operate theater air mobility forces and monitor/manage AMC en route global forces. The AME will include an APCC.

16.1. Although the APCC is collocated with the AME Command and Control Division (DOC), the APCC will operate a separate communications and direction structure. Coordination and control of all AMC theater aerial port operations will be through the APCC from the deployed aerial port ATOC.

16.2. If circumstances arise, the APCC will communicate directly with the ATOC. APCC personnel will report directly to the AME director and the senior air transportation representative or the Director of Mobility Forces (DIRMOBFOR) staff, if assigned. If there is no air transportation representative on the DIRMOBFOR staff and there's no director, the APCC may report directly to the DIRMOBFOR.

16.3. The APCC will allocate all deploying aerial port resources, monitor unit capability and workload, and resolve operational problems. The APCC will be responsible for receiving routine and emergency requirements from the theater CINC's joint task force validating agency for airlift. These

requirements will be coordinated and passed to the appropriate AME agencies for coordination and execution. The DOC function will coordinate mission progress with subordinate units including TALCE and APCC. When an APCC exists, all matters which concern theater aerial port operations will be handled by that APCC. This will include requirements for aerial port assets other than those contained in applicable OPLANs. The APCC will communicate regularly with the TACC/XOGM 24-hour barrelmaster to ensure that deployed aerial port manpower and equipment shortages are resolved. Additionally, in-theater movement of aerial port resources will be fully coordinated with TACC/XOGM prior to movement.

17. Communications: Three types of communications may be required for deployed aerial port operations: The first type is an internal communications network between the deployed ATOC, its work sections, and the TALCE; the second type is ATOC-to-TALCE communications when the MSE is operating away from the controlling TALCE. The last type is International Maritime Satellite (INMARSAT) communication to transmit ITV data to HQ AMC.

17.1. Internal Communications. Dedicated telephone lines and non-tactical radio nets are the most effective means of providing communications. The ATOC must establish communications with the TALCE AOC if deployed. Minimum requirement is one land mobile radio (LMR) for direct communication between ATOC and AOC. A radio net which utilizes numerous base stations and portable units will provide immediate communications to all sections and key personnel simultaneously. In addition, such a net is readily deployable and lends itself to easy expansion to support the requirements of any size operation.

17.2. Aerial Port Mobility HF Radios (not applicable to ANG/USAFR). In order to carry out their wartime function, all units will have HF radio sets assigned. Although these radios will primarily be used for exercises and contingencies, they may also be used on a daily basis for training. These radios must be continually maintained and ready for deployment at all times. The worldwide standard call sign for aerial port units is “PORT” followed by an numerical suffix, i.e. “PORT One” etc.

17.3. Station-To-Station Communications. When two or more units are deployed, communications between the MSE and the deployed TALCE will become vitally important to effective aerial port management. The most effective type of communication for this purpose is a dedicated HF radio net. Dedicated telephone lines should also be used, if available.

17.4. International Maritime Satellite. Units deploying with Remote Consolidated Aerial Port Sub-system (RCAPS) or any other future generation system used to support ITV may require an INMARSAT to transmit station data to HQ AMC. When the primary method is unavailable or inoperative, a modem or fax can be used. Training newly assigned unit personnel to operate the equipment will be the key to successful data submission. Commanders must establish a viable training program to ensure ITV is properly emphasized.

17.5. Frequencies. Units must coordinate with their local frequency managers before they can operate any radio (UHF/VHF/FM/HF, etc.). ***NOTE:*** *Coordinate with the responsible TALCE for deployed operations.*

18. Air Terminal Operation Center (ATOC) . When tasked for a deployment where an ATOC is required, establish this function immediately upon arrival at the employment site. Depending upon the size and scope of the operation, this function may vary from a one-man operation to a full ATOC. However, on small mission support teams, the supervisor will usually perform this function and ensure docu-

mentation is collected and returned to home station. The ATOC is responsible for ensuring all functions to support a sustainment operation are in place, as required. The success of a deployed ATOC function is dependent upon close coordination with base operations, TALCE, or the APCC, as applicable. ATOC will also be dependent upon the timely flow of information to and from each work section.

18.1. Some of the duties and responsibilities of a deployed ATOC function include, but are not limited to, the following:

18.1.1. The overall coordination and direction of all deployed aerial port activity.

18.1.2. The distribution, collection, and maintenance of all passenger and cargo documentation.

18.1.3. Annotation of AMC Form 68, **Aerial Port Movement Log**, to record aircraft movement.

18.1.3.1. Prepare this form when missions are flown in support of the following: Exercises/ contingency, joint airborne/air transportability training, ORIs, mobility exercises, OPLANs, SAAMs, and local training missions.

18.1.3.2. All entries will be legible and erasable. Times will be entered in Greenwich Mean Time (GMT). When missions operate over a period of more than 1 day, clearly annotate the date change with clear text and Julian dates, and continue documenting information on the next available line of AMC Form 68. Close out daily data collection for the AMC Form 68 at 2400 GMT.

18.1.3.3. The AMC Form 68 with supporting documents, will be returned to home station for filing and disposition in accordance with AFMAN 37-123, *Management of Records*, and AFMAN 37-139, *Records Disposition Schedule*.

18.1.4. Update the aircraft status board designed to coincide with AMC Form 68 and used for the display of appropriate information, as appropriate.

18.1.5. Units under the control of a theater AME will prepare an RCS: 8001 report in the abbreviated format as outlined below. Submit the report to the AME daily or as capabilities change. Send an informational copy via electronic mail, message, or FAX to AMC TACC/XOGM and HQ AMC/DOZ. Equipment and personnel information is critical to mission planning. Changes should be reported daily. If no changes in status occur, no report is required.

18.1.5.1. Module 1. List all 60K, 40K, 25K, 10K AT/STD, WBELs, staircase trucks, and LSTs at your deployment site. Remarks for module 1 should include vehicles out of commission, ETIC, parts ordered/required, assistance requested, and finish with the impact of the shortfall, if any.

18.1.5.2. Module 2. Not Required

18.1.5.3. Module 3. List all pallets and side and top nets authorized and available at your site. Remarks for module 3 should include any shortages and the number of pallets and nets being returned from downline stations on a daily basis.

18.1.5.4. Module 4. List all tiedown equipment authorized and on hand at the deployment site. Remarks should include the status of tiedown equipment at offload locations that aren't flowing back into the airlift system and steps being taken to return equipment to the system.

18.1.5.5. Module 5. List all personnel available for deployment. Report personnel by AFSC, on hand, and any problem areas, shortfalls, and/or excesses.

19. Terminal Services . If the scope and length of an operation requires the creation of a permanent aerial port, the deployed unit may serve as the nucleus for the new aerial port squadron. Operate sustainment aerial port activities in accordance with applicable volumes of AMCI 24-101.

19.1. Some specific duties and responsibilities of a deployed terminal services function include, but are not limited to, the following:

19.1.1. Establishment of a call forward area whose personnel will:

19.1.1.1. Receive cargo from the departure airfield control group (DACG)/user prepared, marked, and documented IAW the appropriate regulations (DoD 4500.32-R, DTR Part III, AFJMAN 24-204, and AFI 10-403), as applicable.

19.1.1.2. Ensure all documentation received from the airlift user representative is promptly given to ITV personnel for entry into the RCAPS database**,** or any other future generation system deployed to establish transportation ITV.

19.1.1.3. Inspect all cargo utilizing DD Form 2133**, Joint Airlift Inspection Record**. Ensure cargo is air eligible prior to acceptance. Once accepted, ensure cargo is marshaled in a sterile area under direct control of aerial port personnel. User personnel will not be permitted access to equipment once accepted by the aerial port unless they are accompanied by an aerial port representative. Vehicle operators will have access to their vehicles only to move the equipment from the call forward area, to the ready line, and then finally to the aircraft for loading.

19.1.1.4. Provide ATOC all cargo documentation for recording and distribution.

19.1.1.5. Receive and release inbound cargo to the Arrival Airfield Control Group (AACG)/user. When sustainment operations begin, cargo will be broken down and tracked IAW appropriate volumes of AMCI 24-101.

19.1.1.6. Establish a pallet grid yard to provide positive control of materials and equipment.

19.1.2. Establish load teams whose personnel will:

19.1.2.1. Assemble and preposition loads as required.

19.1.2.2. Transport cargo to and from the aircraft.

19.1.2.3. On/offload cargo and baggage. Supervise personnel provided by the user during loading/offloading of the aircraft.

19.1.2.4. Ensure tiedown equipment is exchanged on a one-for-one basis, if possible.

19.1.2.5. Deliver and receive cargo documentation to and from the aircraft loadmaster as directed by ATOC.

19.1.3. Establish passenger supervision, whose personnel will:

19.1.3.1. Coordinate and establish a passenger processing/holding area.

19.1.3.2. Brief passengers on departure times.

19.1.3.3. Manifest passengers or coordinate manifesting procedures IAW DTR Part III and AMCI 24-101, volume 14, as applicable.

19.1.3.4. Check border clearance, if required.

19.1.3.5. Conduct anti-hijack checks as required. Ensure the troop commander certifies the anti-hijack inspection as complete on the passenger manifest.

19.1.3.6. Receive and weigh baggage. Baggage tags will be provided, if available.

19.1.3.7. Obtain completed passenger manifests for aircraft and file.

19.1.3.8. Escort passengers to and from the aircraft.

20. Fleet Service . The functions of fleet service in a deployed environment are usually minimal due to the nature of the mission. If a fleet service function is required, the provisions of AMCI 24-101, volume 10, *Military Airlift—Fleet Services,* should be followed as closely as possible. These provisions may be modified to meet local requirements or capabilities, however, units must ensure sanitary handling of food/beverages is accomplished through a segregation of duties.

20.1. Do not transport food, beverages, or food service items in a vehicle used to transport waste material or cleaning equipment.

20.2. Ensure the same personnel and vehicles handling the flight food or flight feeding equipment do not perform duties that involve cleaning or removal of waste materials from the aircraft.

20.2.1. Personnel must shower and change clothes before being allowed to perform duties handling flight food or flight feeding equipment if they have been involved in cleaning duties or removal of waste materials.

21. Redeployment . As mission intensity diminishes, planning and coordination with the deployed site command element (TALCE/mission commander) should be accomplished to develop a gradual roll-up and phase down of operations. This planning should be accomplished to preclude an excessive proportion of personnel and equipment relative to workload remaining at the operating location. It is recommended vehicular equipment be prepared for air shipment as early as possible within mission constraints. A marshaling area for support equipment should be established. All deployed support agencies must be notified to deliver their equipment as soon as possible, to preclude mission delays in redeployment loading. Effective preplanning between aerial port team chief, TALCE/mission commander, other support customers, and load planning functions is essential to prevent difficulties during roll-up operations. Senior aerial port person will ensure MRSP is included with the equipment, or signed for by the aerial port relief team.

22. Compensatory Time Off for Extended Deployments . The following guidance will be used to calculate the appropriate compensatory time off based on deployment duration. This applies to all AMC active duty military members and includes unit, partial unit, and individual deployments.

22.1. Following a deployment of 42 days or longer, members will be given 4 days of compensatory time (weekends included). The next 3 days the member will not be assigned formal duties and will be given appropriate time to care for personal and professional matters deferred while deployed. The member should check in daily and must take leave if departing the local area IAW US Air Force regulations.

22.2. Following a deployment of 90 days or longer, members will be given 4 days of compensatory time (weekend included). The next 10 days the member will not be assigned formal duties and will be given appropriate time to care for personal and professional matters deferred while deployed. The member should check in daily and must take leave if departing the local area IAW US Air Force regulations.

22.3. Compensatory time will start as soon as possible upon return to home station, not to exceed 72 hours after return**.**

Section C—Aerial Delivery Flight

23. Responsibilities . This section outlines responsibilities and provides guidance for AMC Aerial Delivery Flights (ADF).

23.1. ADFs prepare, rig, and inspect Air Force supplies and equipment for AMC assigned airdrop missions and unilateral airdrop training.

23.1.1. Inspect, repair, and repack unit assigned cargo parachutes and rigging equipment.

23.1.2. Recover unilateral airdrop training loads, bundles, and associated equipment from the drop zone (DZ) and return these items to the unit. Airdrop training loads must be recovered from the DZ as soon as possible following each training mission to reduce the risk of loss or damage while on the DZ. In particular, every effort must be made to reduce the exposure of parachutes and rigging equipment to destructive elements. All DZ recovery vehicles should have off-road or four-wheel drive capability to ensure minimum damage to the recovery vehicles.

NOTE:

During periods of low visibility or darkness, while conducting peace-time operations, all personnel working on the flight line or the DZ will wear reflective vests or other reflective material.

23.1.3. Maintain an adequate stock level of current aerial delivery system equipment, components, and supplies and provide secure storage for items subject to pilferage.

23.1.4. Perform the duties of onloading and offloading of airdrop loads.

NOTES:

1.Current Rigging TOs will be available and used in load rigging/buildup areas

2.Assigned personnel who have completed the Joint Airdrop Certification Course or Fabrication of Aerial Delivery Loads Course are authorized, IAW AFI 36-2903, the wear of the parachute rigger patch and badge while assigned to the unit and perform parachute packing and/or rigging duties.

23.2. Air Cargo Specialists (AFSC 2T2X1):

23.2.1. Duties of 2T2X1s assigned to aerial delivery include, but are not limited to the following:

23.2.1.1. Rigging Air Force supplies and equipment for AMC assigned airdrop missions and unilateral airdrop training.

23.2.1.2. Assisting Air Force and joint service units in planning and training for mobility, air transportability, or tactical airdrop missions.

23.3. Parachute Shop (AFSC 2A7X4):

23.3.1. (Does not apply to ANG/USAFR) Fabrication and parachute specialists perform the maintenance, inspection, storage, and repair of unit cargo parachutes and other fabric equipment.

In addition, 2A7X4 personnel perform light maintenance on related equipment, such as sewing machines.

23.3.2. Duties of 2A7X4s include, but are not limited to the following:

23.3.2.1. Receiving, unpacking, and inspecting unit possessed cargo parachutes.

23.3.2.2. Inspecting, cleaning, drying, repairing, and packing unit assigned cargo parachutes prior to and after use.

23.3.2.3. Complying with all time compliance technical orders (TCTO) that apply to units possessing cargo parachutes and other fabric equipment.

23.3.2.4. Maintaining an AFTO Form 39l, **Parachute Log**, for each possessed parachute in accordance with TO 00-25-241.

23.3.2.5. Making every effort to repair damaged parachutes and associated equipment prior to turning items into salvage or depot for repair.

23.3.2.6. Storing cargo parachutes in a secure area which provides protection from pilferage, moisture, and direct sunlight. In addition, parachute use must be rotated to ensure all inspection and repack requirements are accomplished in accordance with l3C-series TOs.

23.3.2.7. Fabricating other associated airdrop items, as required.

23.3.2.8. Storing, inspecting, and repairing unit assigned fabric items.

23.3.2.9. Maintaining a sufficient stock level of equipment and supplies to facilitate the operation of the parachute shop.

23.3.2.10. Investigating parachute malfunctions, as required.

23.3.2.11. Instructing unit personnel on methods and techniques necessary to pack cargo parachutes.

NOTES:

1.Current parachute TOs will be maintained and utilized in parachute packing/maintenance areas.

2.Personnel with AFSC 2T2X1 may be assigned to this section.

23.4. Carpentry Function (AFSC 552X0):

23.4.1. (Does not apply to ANG/USAFR) The carpentry function is performed by the assigned carpenter or by individuals within the aerial delivery section who are so skilled.

23.4.2. This function includes, but not limited to, the following:

23.4.2.1. Fabricating Container Delivery System (CDS) skid boards, mass equipment load strongbacks, and combat expendable platform items.

23.4.2.2. Sizing large lumber, such as railroad ties, for use in providing bulk for aerial delivery training loads.

23.4.2.3. Fabricating forms for concrete ballast loads.

23.4.2.4. Fabricating aircraft shoring kits as required. For example:

23.4.2.4.1. Special shoring required by TO lC-XXX-9, chapter 6, or TO 1C-5B-9-2; example, l0K AT forklift; and 25K-loader rolling/parking shoring, for shipping unit assigned vehicles.

23.4.2.4.2. Other parking, rolling, or bridge shoring, as required.

23.4.2.4.3. Nuclear shoring kits, if tasked with a nuclear mission.

23.4.2.5. Constructing wooden C-l30 cargo ramp supports to meet unit requirements.

23.4.2.6. Constructing chocks for unit assigned vehicles.

23.4.2.7. Fabricating other unit assets, as required.

23.5. Airdrop training loads:

23.5.1. An adequate stock level of airdrop training loads, equipment, and if required, ballast pallets will be maintained by each unit. Determination of quantity will be coordinated with the regional airlift wing and will be based on the anticipated upgrade and continuation training for the current year, considering the following factors:

23.5.1.1. The time required for the initial fabrication/rigging of the loads.

23.5.1.2. The storage capability of the unit and, if applicable, the operating location.

23.5.1.3. The time required to recover and rig the loads.

23.5.1.4. The distance to the DZ/EZ.

23.5.1.5. Availability and condition of recovery vehicles and/or airlift.

23.5.2. All aerial delivery training loads will simulate actual aerial delivery load weights and configurations as much as possible. All vehicle training loads must be marked “For Training Only.” Units will account for these vehicles by maintaining jacket files containing the source documents used to withdraw the vehicles from the Defense Reutilization and Marketing Office (DRMO). Maintain this accountability until the vehicle is turned back in to the DRMO. These vehicles will be used only as aerial delivery training loads and will not be repaired or used for any other purpose. To obtain these vehicles, units will comply with requirements of AFMAN 23-110.

23.6. Vehicle Management. The unit VCO/VCNCO will manage ADF’s assigned vehicles. A close liaison between the VCO/VCNCO and ADF are required to maintain a successful vehicle management program.

24. Wing Training Support . Aerial delivery support consists of providing and recovering airdrop training loads, ballast loads, training bundles, etc., designated for mission qualification and aircrew certification training.

25. Form Prescribed . AMC Form 68, **Aeriel Port Movement Log**.

JOHN M. LEDDEN, SES
Principal Deputy Director of Operations for Transportation
Directorate of Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

A1.1. Publications. The publications listed below affect, to some degree, aerial port operations. As a minimum, publications preceded with a dash (-) will be maintained within the APS/AMS/APMF sections. As a minimum, publications preceded with a dollar sign ($) will be maintained within the ADF sections. Publications preceded by an asterisk (*) will be contained in transportation documentation and publication (TDP) kits and made available for immediate deployment of the mobile aerial port units. Publications preceded with a plus (+) will be contained in TDP kits for immediate deployment by strategic port operations. All remaining publications are optional.

NOTES:
Units must determine the need to deploy CD-ROM or paper copy publications based on the availability of power and the austerity of conditions at the deployed location

Airdrop publications preceded by a plus are applicable only to those strategic units with an aerial port designed operational capability (DOC) statement which includes airdrop unique unit type codes (UTC)

Department of Defense

DoD 0-2000.12-H, *Protection of DoD Personnel and Activities Against Acts of Terrorism and Political Turbulence*

DoD 4500.9-R; *Defense Transportation Regulation (DTR)*, Part I, Part II, Part III

-*DoD 4500.9-R-1, Volume II, *Management of System 463L Pallets, Nets, and Tie Down Equipment*

DoD 4515.13-R, *Air Transportation Eligibility*

DoD 4500.32-R, Volume I, *Military Standard Transportation and Movement Procedures (MILSTAMP)*

DoD 4500.32-R, Volume II, *MILSTAMP Transportation Account Codes*

DoD 5030.49-D, *Customs Inspection*

JCS Pub 1-03.3, *Joint Reporting Structure, Status of Resources and Training Systems (SORTS)*

Air Force Standard Publications (and all applicable supplements)

AFIND 2, *Numerical Index of Standard and Recurring Air Force Publications*

AFIND 9, *Numerical Index of Departmental Forms*

AFIND 17, *Index of Air Force Occupational Safety and Health (AFOSH) Standards, Department of Labor Occupational Safety and Health (OSHA) Standards, and National Institute for Occupational Safety and Health (NIOSH) Publications*

AFM 2-50, *USA/USAF Doctrine for Joint Airborne and Tactical Airlift Operations*

AFI 10-201, *Status of Resources and Training System*

AFMAN 10-401, *Operation Plan and Concept Plan Development*

-*+AFI 10-403, *Deployment Planning*

AFI 10-1401, *Modernization Planning Documentation*

AFI 11-218, *Aircraft Operation and Movement on the Ground*

AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)*

AFPD 21-3, *Technical Orders*

AFR 23-17, *Military Airlift Command*

AFI 24-101, *Passenger Movement*

AFJI 24-109, *Air Terminals and Aerial Ports*

AFJI 24-110, *MAC Transportation Authorization (MTA)*, DD Form 1482-1 and 4(PA)

AFJI 24-113, *Department of Defense Common User Airlift Transportation*

AFI 24-201, *Cargo Movement*

-*+AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*

AFI 24-301, *Vehicle Operations*

AFI 24-302, *Vehicle Maintenance Management*

AFJMAN 24-306, *Manual for Wheeled Vehicle Driver*

AFI 24-401, *Customs--Europe*

AFI 24-402, *Customs--Pacific*

AFI 24-403, *Customs--Southern*

AFI 24-404, *Customs--Domestic*

-*+AFI 24-405, *Department of Defense Foreign Clearance Guide (FCG)*

AFJI 24-503, *Revenue Traffic Transported on DoD Aircraft Other Than Airlift Service, Industrial Fund*

AFJI 31-102, *Physical Security (Military Police)*

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFI 32-2001, *TheFire Protection Operations and Fire Prevention Program*

AFI 33-360, volume 1, *The Air Force Publications Management Program*

AFMAN 36-2227, volume 2, *Combat Arms Training and Maintenance Rifle, Handgun, Shotgun, Grenade Launcher, M72 Light Antitank Weapon Submachine Gun, and M249 Squad Automatic Weapon Training Program*

AFI 37-122, *Air Force Records Management Program*

AFI 37-138, *Records Disposition--Procedures and Responsibilities*

AFI 90-201, *Inspector General Activities*

*+AFMAN 91-201, *Explosive Safety Standards*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigations and Reports*

AFI 91-207, *The US Air Force Traffic Safety Program*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Program*

Air Force Visual Aids

AFVA 60-11, *International Aircraft Marshaling Signals*

AFVA 161-1, *Wind Chill Chart*

AMC and Multicommand Standard Publications

AMCIND 2, *Numerical Index of AMC and Multicommand Standard Publications and Forms*

AMCI 10-202V1, *AMC Command and Control Operations*

AMCI 10-202V3, *Contingency and Wartime Air Mobility Management*

AMCI 10-202V3, *Deployed Tanker Airlift Control Center (DTACC) Policies and Procedures*

MCI 10-202V4, *C-141 Aircrew Training*

-*+MCI 11-203, *C-5 Operation Configuration and Mission Planning*

AMCI 23-102, *Expeditious Movement of AMC MICAP, VVIP and FSS Items*

-*+AMCI 24-101 (all volumes), *Military Airlift…*

-+AMCI 24-103, *AMC Cargo Load Planning Template System*

AMCI 36-2102, *Passports and Visas*

AMCP 36-1, *AMC Affiliation Program Airlift Planners Course*

-*+AMCR 55-3, Volume 4, *Contingency and Wartime Deployable Airfield Operations Management*

-*+AMCR 55-4, *C-141B Configuration/Mission Planning*

AMCR 55-37, *Air Operations Security*

AMCP 55-41, *Civil Reserve Air Fleet (CRAF) Load Planning Guide*

MCR 55-89, *PHOENIX BANNER, PHOENIX SILVER, AND PHOENIX COPPER Operations*

MCR 55-130, *C-130 Tactical Airlift Operations* (all chapters) (30 chapters available) (now ACC publications)

Technical Orders

TO 0-1-13, *Aircraft Furnishings, Cargo Loading and Aerial Delivery, and Firefighting Equipment Technical Orders*

-TO 00-5-1, *Air Force Technical Order System*

TO 00-5-2, *Technical Order Distribution System*

TO 00-5-15, *Air Force Time Compliance Technical Order System*

TO 00-20B-5, *USAF Motor Vehicle and Vehicular Equipment Inspection*

TO 00-25-172, *Ground Servicing of Aircraft and Positioning of Equipment*

$TO 00-25-241, *Technical Manual for Parachute Log and Record*

-*+TO 1C-5A-9, *Loading Instructions USAF Series C-5A Airplanes*

-*+TO 1C-10(K)A-9, *Cargo Loading Manual, KC-10A*

-*+TO 1C-17A-9, *Technical Manual Cargo Loading, C-17A*

-*+TO 1C-130A-9, *Cargo Loading Manual, USAF RC-130A, C-130A/B/D/E/H, HC-130H/N/P, LC-130H, MC-13OH Airplanes*

-*TO 1C-130A-16-1, *Loading and Air Transport of Nuclear Weapon Cargo (Non-palletized) US Air Force F Series C-130A/B/D/E/H Aircraft*

-*TO 1C-130A-16-2, *Loading and Air Transport of Nuclear Weapon Cargo (Palletized) US Air Force Series C-130A/B/D/E/H Aircraft*

TO 1C-135(K)A-9, *Technical Manual Cargo Loading, KC-135*

-*+TO 1C-141B-9, *Loading Instructions--Aircraft C-141B US Air Force Series*

-*TO 1-C-141B-16-1, *Loading and Air Transport of Nuclear Weapon Cargo (Nonpalletized) US Air Force Series*

C-141B Aircraft

-*TO 1-C-141B-16-2, *Loading and Air Transport of Nuclear Weapon Cargo (Palletized) US Air Force Series C-141B Aircraft*

-TO 11A-1-46, *Fire Fighting Guidance, Transportation and Storage Management Data, and Ammunition Complete Round Chart*

$TO 13C-1-41, *Organization and OS Maintenance Manual*

$TO 13C3-1-7, *Technical Duties and Responsibilities of US Army Quartermaster Parachute Rigger*

$TO 13C3-1-10, *Procedures for Destruction of Aerial Delivery Equipment*

TO 13C3-4-12, *Organization Maintenance*

TO 13C5-1-102, *Organization and OS Maintenance Manual*

$TO 13C7-X-X, All Applicable Aerial Delivery TOs

$TO 14D1-1-2, *Cleaning of Parachute Assemblies*

$TO 34Y7-X-X, All Applicable Sewing Machine TOs

TO 35D-33-2-2-2, 463L Air Cargo Pallets

TO 35D-33-2-3-1, Maintenance and Repair Instructions—Air Cargo Pallet

TO 36-1-3, Painting, Marking and Lighting Requirements for USAF Vehicles

TO 36-1-5, Processing of Motor Vehicle for Storage and Shipment

TO 36-1-7, Air Force Vehicle and Liquid-Cooled Powered Ground Equipment in Cold Weather

TO 36-1-27, USAF Vehicles, Materials Handling and Construction Equipment

TO 36A-1-6, Installation of Seat Belts in USAF Vehicles

TO 36A-1-98, Towing Procedures-Trucks, Truck-Tractor and Passenger Carrying Vehicles

$TO 36M-1-141, 463L Materials Handling Equipment System

$TO 36XX-X-1, Vehicle/Equipment Operating Manual

$TO 36XX-X-2, Vehicle/Equipment Service/Maintenance Manual

TO 36XX-X-3, Vehicle/Equipment Overhaul Manual

TO 36XX-X-4, Vehicle/Equipment Illustrated Parts Breakdown

TO 45-51, Transportation of Nuclear Weapons Material

TO 45-51B, Transportation of Nuclear Weapons Material (Supplement) Palletized Cargo

TO 45-51C, Transportation of Nuclear Weapons Material (Supplement) Military Criteria for Shipment

NOTE:
Maintain 36-series dash one and two technical orders, as applicable, for each type of vehicle subject to deployment. Technical orders may be maintained in the publications library. Prior to deployment, they will be withdrawn from the library for inclusion in TDY kits, as required. Unit supervisors should use their experience and judgment (DOC statements should be considered) in determining quantities of TOs required for mission accomplishment.

Army Field Manuals

(Recommended as references to conduct in-house self-defense programs)

AM 5-20, Camouflage

AM 7-8, The Infantry Platoon and Squad

AM 21-10, Field Hygiene

AM 21-15, Care and Use of Individual Clothing and Equipment

AM 21-16, Map Reading

AM 21-40, *NBC*

AM 21-75, Combat Training of Individual Soldiers and Patrolling

AM 90-3, Desert Operations

AM 100-2-1, The Soviet Army: Operations and Tactics

AM 100-2-2, The Soviet Army: Specialized Warfare and Rear Area Support

AM 100-2-3, The Soviet Army: Troops, Organization and Equipment

Miscellaneous Publications

Applicable 3,000 Series NATO STANAGs

49 (CFR) Code of Federal Regulations.

Official Air Transport Restricted Articles Tariff Number 6D.

Air Force Occupational Safety and Health Standards (AFOSH) 91-66, General Industrial Operations

Army TB 55-46-1, Standard Characteristics (Dimensions, Weight and Cube) for Transportability of Military Vehicles and Other Outsized/Overweight Equipment (In Toe Line Item Number Sequence).

Operating Policy, as Applicable.

MILSTD129, Marking for Shipment and Storage.

Unit Operating Instructions.

Current Host-Tenant Agreement (When Applicable)

IATA, ICAO, and Transportation of Dangerous Goods Regulations.

Forms

The forms listed below affect, to some degree, aerial port/aerial port mobility flight operations. As a minimum, forms preceded with a dash (-) will be maintained within the mobility units. Forms preceded by an asterisk (*) will be contained in transportation documentation and publication (TDP) kits and made available for immediate deployment of aerial port teams. Forms preceded with a plus (+) will be contained in TDP kits available for immediate deployment by strategic port operations. All remaining forms are optional.

NOTE:
Units must determine the need to deploy CD-ROM or paper copy forms based on the availability of power and the austerity of conditions at the deployed location

1: Airdrop forms preceded by a plus are applicable only to those strategic units with an aerial port DOC statement, which includes airdrop unique UTCs. Stock levels should be based on a 30-day requirement and established by the OIC/NCOIC.

2: Although not listed below, applicable vehicle operator inspection forms must also be maintained at the unit level. Ensure an adequate supply of forms are deployed with the equipment.

DD Forms

DD Form l73-1, **Joint Message Form (Black)**

DD Form 5l8, **Accident-Identification Card**

DD Form 1149, **Requisition and Invoice/Shipping Document**

DD Form l384, **Transportation Control and Movement Document**

+*DD Form l385, **Cargo Manifest**

DD Form l387, **Military Shipment Label**

-+*DD Form l387-2, **Special Handling Data/Certification**

$DD Form l748, **Joint Airdrop Inspection Record (Platforms)**

$DD Form l748-2, **Airdrop Malfunction Report (Personnel-Cargo)**

$DD Form 1748-4, **Joint Airdrop Inspection Record (Containers)**

DD Form l839, **Baggage Identification**

DD Form l854, **US Customs Accompanied Baggage Declaration**

+*DD Form 2l30-1, **C-5B Cargo Manifest**

+*DD Form 2l30-2, **C-l30 A/B/E/H Cargo Manifest**

+*DD Form 2l30-3, **C-l4lB Passenger/Cargo Manifest**

+*DD Form 2130-6, **KC-10A Cargo Manifest (17 Pallets Configuration)**

+*DD Form 2130-7, **KC-10A Cargo Manifest (23 Pallets Configuration)**

+*DD Form 2130-8, **DC8-50 Series F/CF Cargo Manifest**

+*DD Form 2130-9, **DC8-61/71-63/73F/CF Cargo Manifest**

+*DD Form 2130-10, **DC8-62CF Cargo Manifest**

+*DD Form 2130-12, **B747-100F/200C/200F Cargo Manifest**

+*DD Form 2130C, **Aircraft Cargo Manifest Continuation** (LRA)

DD Form 2131, **Passenger Manifest**

+*DD Form 2l33, **Joint Airlift Inspection Record**

AF Forms

AF Form 80, **Files Maintenance and Disposition Plan**

AF Form 82, **Files Disposition Control Label**

+*AF Form 94, **Air Baggage Claim Tag**

-+*AF Form 457, **USAF Hazard Report**

AF Form 868, **Request for Motor Vehicle Services**

AF Form l032, **WRM Spares List**

AF Form l252, **USAF Vehicle Serv-O-Plate**

AF Form 1800, **Operators Inspection Guide and Trouble Report (General Purpose Vehicle)**

AF Form l823, **Vehicle and Equipment Work Order**

AF Form l827, **Minor Maintenance Work Order**

AF Form l828, **Vehicle Historical Record**

+*AF Form 2279, **Pallet Identifier**

AF Form 25l5, **Ramp Coordinator Log**

AFTO Forms

AFTO Form 350, **Repairable Item Processing Tag**

AFTO Form 39l, **Parachute Log** (units with an airdrop mission only)

AMC Forms

AMC Forms 45, **Request for Vehicle Disposition Instructions**

AMC Forms 53, **Application for Air Travel (PA)**

-+*AMC Forms 68, **Aerial Port Movement Log**

+*AMC Forms 156, **Terminating Cargo/Mail Manifest Control Log**

-+*AMC Forms 302, **Cargo/Passenger Envelope and Checklist**

AMC Forms 382, **Monthly Station Traffic Handling Report (Mobile)**

-+*AMC Forms 571-636, **Load Planning Templates** (as required)

Other Forms

SF 91, **Operator's Report of Motor Vehicle Accident**

CF 7512, **Transportation Entry and Manifest of Goods Subject to Customs Inspections and Permit**

Flight Insurance Packets

NOTE:
AMC Form 148, Boarding Pass/Ticket, and flight insurance packets are for airlift of passengers on commercial missions.

Shippers Declaration for Dangerous Goods

Attachment 2

ENGINE RUNNING ONLOAD AND OFFLOAD (ERO) PROCEDURES FOR C-130, C-141, C-17, AND C-5 AIRCRAFT

A2.1. Warnings and Notes . Will appear where appropriate and will follow the step or procedure and amplification to which they apply. The following definitions apply to warnings and notes found in this attachment.

WARNING: Operating procedures, techniques, etc., that could result in personal injury or loss of life if not carefully followed.

NOTE:

An operating procedure, technique, etc., which is considered essential to emphasize.

General. The ERO procedures listed below expedite the flow of aircraft through airfields during airland operations where the reduction of ground time warrants a departure from normal operating procedures. EROs will only be used for validated operational requirements after prior coordination through appropriate channels (i.e., TACC, AME). EROs are not authorized for channel missions. ERO operations may be accomplished if:

A2.1.1. Appropriate provisions of AFI 11-202, volume 3, *General Flight Rules*, are met.

A2.1.2. The on/offload airfield may be transited on an operational stop basis and no safety of flight conditions exist. Coordinate between the aircraft commander and any existing local command and control function, i.e. command post, TALCE, MST, or CCT, if applicable.

A2.1.3. Braking action on the ramp is such that there is no danger of the aircraft sliding with brakes set. Chocks will not be used.

A2.1.4. Normally, the ramp and cargo doors are used for on/offloading.

A2.1.5. During adverse weather, ensure vehicle operator's vision is not obscured by the elements. Self-propelled vehicles may require winch assistance if positive traction of vehicle wheels cannot be maintained throughout the on/offload operation. Arctic/nonskid shoring may be used in lieu of a winch.

A2.1.6. Do not use ERO procedures when explosive cargo is involved unless authorized by the JA/ATT exercise operations order, or contingency air tasking orders.

A2.2. Ground Support Team. A ground support team consists of aerial port, maintenance, and user personnel formed as one overall and cohesive unit. The number of such teams depends on the number of aircraft anticipated to be on the ground at the same time.

A2.2.1. Team structure and equipment:

A2.2.1.1. A maintenance team consists of one aircraft maintenance parking director and two assistants. ***NOTE***: Airfield or TALCE commander may direct use of ERO parking director assistants. Decision to require assistants will be based on airfield conditions (i.e. limited clearance or personnel/equipment traffic congestion). Nonmaintenance personnel can perform as assistants if wing tip clearance is not critical.

A2.2.1.2. A load team consists of one 2T2X1 as team chief and two additional personnel, minimum. Type aircraft and load determine team size. User personnel will augment as requested by the loading team chief.

A2.2.1.3. Onload and offload personnel will be equipped with gloves, steel-toed boots, hearing protection, and goggles. During hours of darkness or reduced visibility, reflective vests/belts will be worn.

A2.2.1.4. Extra sets of C-l30/C-l4l auxiliary ground loading ramps as required (AR).

A2.2.1.5. Vehicle with front mounted pintle hook (prime mover) (AR).

A2.2.1.6. C-l30 ramp support (milk stool) (AR).

A2.2.1.7. MHE (AR).

A2.2.1.8. Reflective vests/belts and wands (AR).

A2.2.2. Team duties--onload:

A2.2.2.1. Maintenance:

A2.2.2.1.1. As aircraft taxi into a parking spot, the parking director and assistants will locate themselves in a position to expeditiously accomplish their assigned tasks.

A2.2.2.1.2. The maintenance parking director directs the aircraft to the parking spot. After the aircraft comes to a complete stop, clear the area forward of the aircraft and position one person immediately aft and 20 feet outboard of each wing tip to ensure the area remains clear.

A2.2.2.2. Load Team:

A2.2.2.2.1. The load team chief will ensure a combination safety briefing and safety check is conducted prior to the start of ERO operations. Briefing topics include hand signals, route to aircraft, position of load team, type of cargo, specific on/offloading instructions, and use of MHE. Personal safety items checked will include goggles, reflective vests/belts, gloves, ear protection devices, and steel-toed boots. Vehicle and troop directors utilize distinctive clothing/equipment such as reflective vest and wands for night operations. Vehicle operators will remain in their vehicles when within 50 feet of aircraft and until vehicle is secured aboard aircraft with one chain forward and one aft.

A2.2.2.2.2. Loading team chiefs maintain complete control of their teams, positioning them in a preplanned area clear of engine exhaust, and a minimum of 50 feet aft (C-5: l50 feet) of the aircraft when it has stopped. The preplanned area should be on the outside of the aircraft's turning radius and clear of engine exhaust.

A2.2.2.2.3. The loading team will not approach the aircraft until all engines are in low-speed ground idle or reverse thrust. (C-5 loading team does not approach the aircraft until the crew entrance door is deployed and the scanner has deplaned.) At night, wing leading edge lights may be on to enable ground crew to monitor engine danger areas.

A2.2.2.2.4. When the aircraft has stopped and engines are in low-speed ground idle or reverse thrust (on C-5 scanner has deplaned), the load team chief will rapidly position the team via a route that will take them perpendicular to the aircraft's fuselage, at least 50 feet aft (C-5: l50 feet fwd and aft) of aircraft, until reaching aircraft center line where they will turn and approach the aircraft.

WARNING: Load team personnel will remain clear of aircraft cargo ramp until positioned for onload.

A2.2.2.2.5. The loading team positions support MHE as required. Trained team personnel install the extra set of aircraft auxiliary ground loading ramps (AR). Team members may assist aircraft loadmaster in positioning stabilizer struts.

A2.2.2.2.6. Under the direction of the team chief, vehicle operators position load a minimum of 50 feet aft and slightly to the right or left of aircraft fuselage, leaving a clear path behind the aircraft. (C-5--load will be positioned a minimum of l50 feet fwd and aft and slightly to the right or left of the aircraft fuselage.)

A2.2.2.2.7. The aircrew loadmaster retains overall responsibility for loading aircraft. Load team chief will coordinate with aircrew loadmaster to present manifest, discuss load sequence, ground vehicle direction, tie-down pattern, and obtain completed, outbound DD Form 365-4, **Weight and Balance Clearance Form F--Transport**.

A2.2.2.2.8. A minimum of two personnel will go aboard and assist in preparing the aircraft for a specific load. Other personnel position the first piece of equipment to be loaded at the bottom of the aircraft cargo ramp.

A2.2.2.2.9. The ground vehicle director takes a position clearly visible to the vehicle driver. ***NOTE***: If trailers are pushed aboard, vehicle director takes a position on the left side of the prime mover next to the driver's cab.

A2.2.2.2.10. Positioning the load inside the aircraft requires load team members' assistance in observing load clearance.

A2.2.2.2.11. When cargo onload is complete, except for ramp load, troops are directed aboard by the troop director. All personnel are to remain a minimum distance of 50 feet (C-5: l50 feet) from aircraft until reaching aircraft centerline from where they will be directed by the team chief to the aircraft. Ramp loading will be completed after all troops are on board.

A2.2.2.2.12. Trained team members may assist C-141 aircrew loadmaster in relieving stabilizer strut pressure and stowing of struts. Loading crew assists in stowing the auxiliary loading ramps on the aircraft cargo ramp and placement of extra auxiliary loading ramps in ERO team vehicle (AR). When aircraft is secured, the team chief stops 50 feet aft on aircraft centerline and signals with thumb up (hand signal) to inform the aircrew loadmaster the load team and equipment are all clear of aircraft.

A2.2.3. Team Duties--Offload:

A2.2.3.1. Maintenance. Same as onload.

WARNING: Load team personnel will remain clear of aircraft cargo ramp until positioned for offload.

A2.2.3.2. Load Team. Same as onload.

A2.2.3.2.1. If troops are aboard, they are deplaned at the direction of the aircraft loadmaster as soon as the auxiliary loading ramps are installed (C-5--as soon as the fwd and aft ramps are deployed). Instruct troops to proceed a minimum of 50 feet aft (C-5--l50 feet fwd and aft) of

the aircraft before turning left or right and continue parallel to the aircraft's wing a minimum of 300 feet before stopping.

A2.2.3.2.2. Team chief will coordinate offload procedure and condition with the aircrew loadmaster and receive manifest and outbound DD Form 365-4. ***EXCEPTION***: C-130 loadmasters are not required to present a completed DD Form 365-4 when aircraft is departing empty (See MCR 55-130, volume 2, paragraph 2.17.1.7.4 ***NOTE***).

A2.2.3.2.3. Additional team members position themselves on the right side of the aircraft ramp until all troops have deplaned. Team chief directs team aboard to remove any remaining tiedown restraints, beginning with the first vehicle to be offloaded and working forward or aft as appropriate for specific aircraft.

A2.2.3.2.4. The ground vehicle director takes a position 25 feet to the rear of the aircraft and directs vehicles 50 feet aft (C-5--l50 feet fwd and aft) before turning to left or right to receiving area.

A2.2.3.2.5. Offloading crew departs aircraft after ensuring all tiedown equipment is positioned on aircraft centerline and auxiliary loading ramps are placed on the aircraft ramp. (C-5--Stow tiedown in containers during kneeling and unkneeling if time permits.)

A2.2.3.2.6. Trained team members may assist C-141 aircrew loadmaster in relieving stabilizer strut pressure and stowing of struts. Loading crew assists in stowing the auxiliary loading ramps on the aircraft cargo ramp and placement of extra auxiliary loading ramps in ERO team vehicle (AR). When aircraft is secured, the team chief stops 50 feet aft on aircraft centerline and signals with thumb up (hand signal) to inform the aircrew loadmaster the load team and equipment are all clear of aircraft.

A2.2.3.2.7. When aircraft is secured, the team chief stops 50 (C-5--150 feet forward or aft) feet aft of aircraft centerline and gives thumb up to inform aircrew loadmaster the team and equipment is all clear of aircraft.

A2.3. Palletized Loads:

A2.3.1. Pallet onload:

A2.3.1.1. Trained team members may assist aircraft loadmaster in positioning stabilizer struts. C-130 aircraft ramp support is positioned by loading team.

A2.3.1.2. Team chief will coordinate with aircrew loadmaster on planned load sequence, present manifests, and obtain the outbound DD Form 365-4.

A2.3.1.3. Loading equipment is positioned a minimum of 50 feet aft (C-5--150 feet forward and aft) and on aircraft centerline until directed by the team chief to approach the aircraft. ***NOTE***: Only one piece of loading equipment is to be directed to approach the aircraft at any given time.

A2.3.1.4. Team members are to be positioned at appropriate points to chock loading equipment and observe clearances as required. Members then load pallets in accordance with current loading procedures. Movement of pallets from loading equipment to aircraft will not be accomplished until so directed by loadmaster.

WARNING: When onloading and offloading, or transporting pallets on forklifts with rollerized tines, secure pallets to the forklift during movement.

A2.3.1.5. When loading is complete, trained team members may assist the aircrew loadmaster in relieving stabilizer strut pressure and stowing of struts. C-130 aircraft ramp support is removed by loading crew. The team chief notifies aircrew loadmaster the load is secured and moves the team and equipment to a safe area.

A2.3.2. Pallet offload:

A2.3.2.1. Maintenance. Same as loading procedures.

A2.3.2.2. Aerial port. Reverse of pallet onload procedure.

A2.4. Passengers:

A2.4.1. Passenger onload and offload using the crew entrance door will be in accordance with appropriate AMCR and multicommand 55- and 11- series publications. ***NOTE***: Deplaning personnel must be briefed to remain forward of the extended interphone cord.

A2.4.2. Exiting through the aft cargo door and ramp is preferred when more than 10 passengers are involved. Deplane passengers before offloading cargo and load passengers after onloading cargo, unless cargo size and location dictate otherwise.

Attachment 3

AERIAL PORT MOBILITY TRAINING REQUIREMENT

Qualification	AFSC	Min Percent Auth
RCAPS	2T2X1	90 Percent
10K AT/STD, 25K, 40K, 60K LDR	2T2X1	90 Percent
WIDE-BODY ELEVATOR LDR	2T2X1	10 Percent
HAZARDOUS CARGO	2T2X1	Port size determine
IN-HOUSE SELF-DEFENSE	2T2X1	100 Percent
JOINT INSPECTION	2T2X1	As Required
LST TRUCK	2T2X1	As Required

The ACT/TALCE or aerial port personnel must meet the following requirements to become joint inspection (JI) qualified.

A3.1. Must be hazardous cargo preparer-or inspector-qualified and a graduate of or certified by one of the following:

A3.1.1. Intermediate Wartime Contingency Course (335AMC2T2XX-000, AMWC-IWC).

A3.1.2. AMC Airlift Planners Course (AMC ALCE-APC).

A3.1.3. Local mobility training to include air transportation computer-based training (ATCBT) in the preparation and use of DD Form 2133, **Joint Airlift Inspection Record**.

A3.2. Individual must be identified in writing to perform JI by their unit commander. An authorization letter listing all individuals qualified to perform JI duties will be maintained and updated as required. Also, documentation of training will be annotated in individual's training record.

A3.2.1. These classes, in themselves, do not qualify the trainee to perform JI. Additional OJT should take place in the unit prior to the commander designating the individual as a Joint Inspector. This additional OJT includes working several joint inspections under supervision, thus gaining confidence and experience in the procedures.

NOTE:

In coordination with AMC, ANGRC and AFRC will determine ANG/USAFR requirements.

Attachment 4

PHOENIX READINESS PERSONNEL EQUIPMENT LIST

Kevlar Helmet w/Woodland BDU Cover	Large or Medium Rucksack
Woodland BDU Patrol Cap (no organizational caps)	(2) 1 Quart Canteens
(3) Sets Woodland BDUs	LBE or TAC Vest w/Web Belt
(4) Pairs Boots (no steel toes)	(6) 30 Round Magazines
(5) 30 Round Magazine Pouches	MIL Issue M-16 Cleaning Kit
E-Tool	Leatherman or Knife
Flashlight	Gloves (Black Leather or NOMEX)
Wet Weather Gear	Cold Weather Gear (as required)
Camouflage Make-up	Dog Tags
Shot Records	Sleeping Bag
Compass w/Pouch	Insect/Tic Repellent
LAPES Tape (black or green)	Spare Eyeglasses
ERO Goggles	Flak Jacket
Ear Plugs	Personal Medication
Mess Kit w/Utensils	Sleeping Pad

**Each unit must ensure that a minimum of 2 personnel be trained and licensed to operate an M-32 2 ½ Ton Truck.